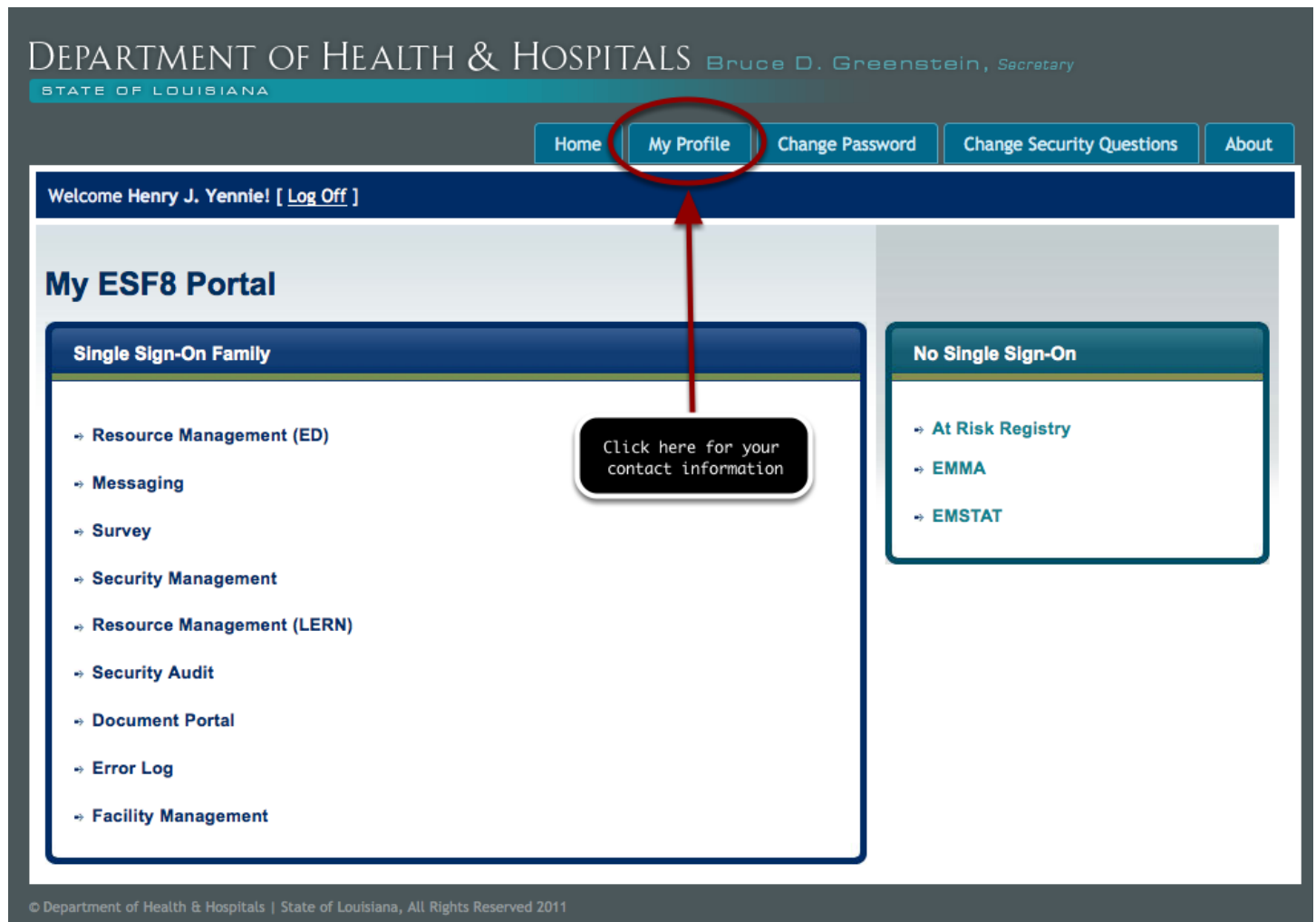# Changing Your Contact Information in the ESF 8 Portal
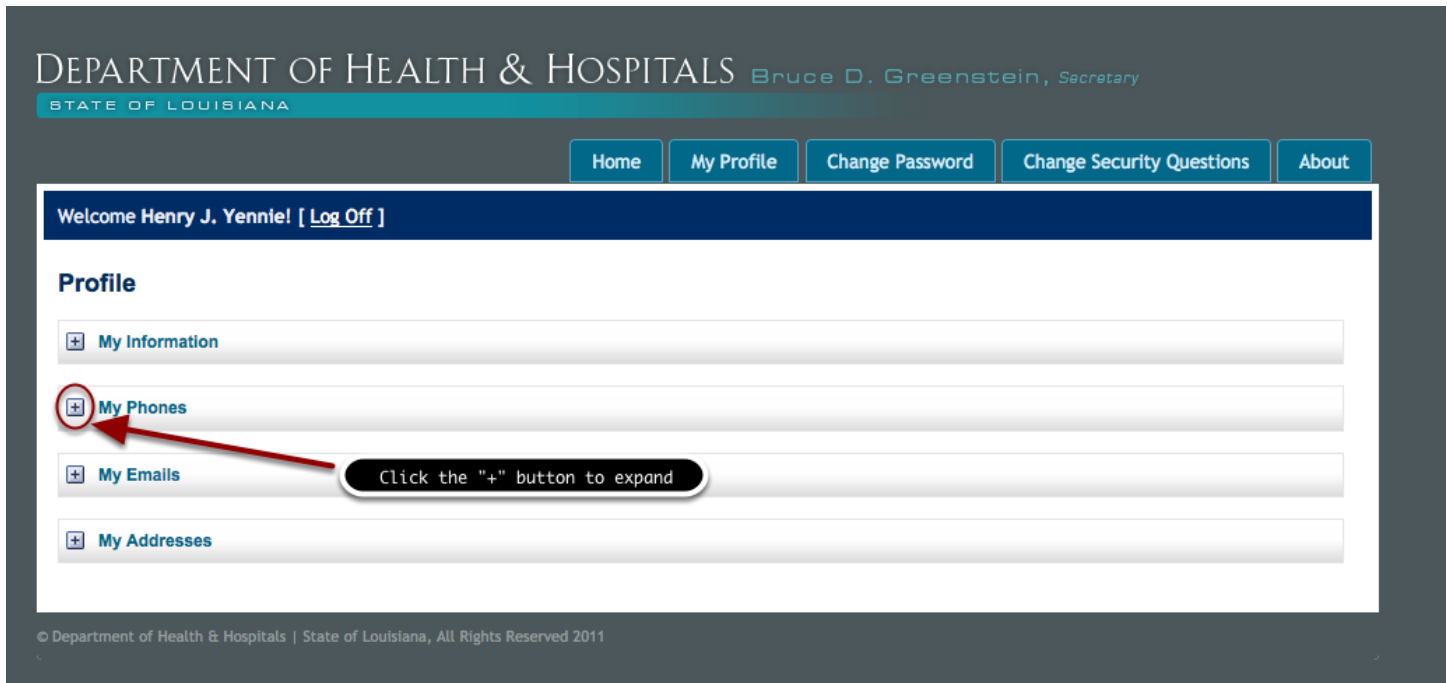
This guide will walk you through the simple steps of changing your contact information in the ESF 8 Portal.

Start on the ESF 8 Portal Home Page

After logging in to the ESF 8 Portal, locate the "My Profile" tab and click on it.

My Profile Page

After clicking on the "My Profile" tab, you have access to the following items:

- My Information: You can edit your name

- My Phones: You can edit, delete or add telephone contact information

- My Emails: You can edit, delete or add email addresses

- My Addresses: You can edit, delete, or add addresses and locations.

To edit your telephone numbers, click on the "+" sign next to My Phones.

Editing Telephone Information

Once you click on the "+" sign, you have access to all of the telephone numbers associated to your Person. You can click on Edit or Delete for each entry. You can also click on the Add New Phone to add a new number.

Saving Your Changes

After selecting a number to edit, you can make your changes and click "Save" to save the information or "Cancel" to go back to the list of numbers.

Returning to My Profile

Clicking on Save or Cancel brings you back to the list under My Phones. You can access any other number or any other Profile segment from here.

Going Back to the Main ESF8 Portal Menu

After clicking on the "Home" tab, you are returned to the main Portal menu page.